

## ADDRESS / MAILSTOP CHANGE NOTIFICATION



DATE: \_\_\_\_\_



Please complete the informational lines below and return to Mail Services via email, fax, or interdepartmental mail. Additionally, if your move now requires courier service for USPS and interdepartmental mail pick-up and delivery, contact the Service Operational Manager at (317) 233-9987.

Please note the **NEW** address, location, and/or mailstop:

Email ☐ Phone ☐ Attachment ☐

Email Address: [NovitexMailCenter@idoa.IN.gov](mailto:NovitexMailCenter@idoa.IN.gov)

Fax: (317) 233-5978

Mail Location: Attn: Theresa Froelich, Novitex IGCN Room N045

### New:

(Name/Department ) \_\_\_\_\_

(Mailstop/Room Number) \_\_\_\_\_

(Street Address) \_\_\_\_\_

(P.O. Box (If Applicable) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

(Effective Date) \_\_\_\_\_

Mail Staff Signature \_\_\_\_\_

Thank you for your cooperation.

**\*\*Remember, for fastest delivery please use the proper address, mailstop, and room number.\*\***

